

TITLE, SERIES, GRADE: Principal Deputy Director, Office of International Affairs, ES-905

PAY RANGE: \$109,808 to \$152,000*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 06-CRM-SES-03

AREA OF CONSIDERATION: All Sources

OPENING DATE: January 27, 2006

CLOSING DATE: February 17, 2006

DUTY LOCATION: Office of International Affairs, Criminal Division, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

Incumbent serves as Principal Deputy Director reporting under the general supervision of the Director of the Office of International Affairs (OIA). The Principal Deputy Director provides leadership to an organization that is responsible for securing the return of international fugitives and obtaining foreign evidence for U.S. investigations and prosecutions, as well as meeting the United States' reciprocal law enforcement assistance obligations to foreign counterparts. In addition, the office plays a lead role in the development and implementation of law and policy in the area of international law enforcement cooperation, and supports the leadership of the Department in pursuing effective relations with foreign counterparts.

The Office, with a current staff of nearly 90, is responsible for thousands of cases involving international fugitives and international evidence requests, and is the lead office for the U.S. law enforcement community in negotiating and implementing the broad network of U.S. law enforcement treaties, including more than 100 extradition treaties, 50 treaties governing mutual legal assistance (securing evidence, witnesses and other assistance for criminal cases) and various multilateral treaties governing cooperation in narcotics, organized crime and terrorism cases.

In fulfilling its responsibilities, OIA works closely with the United States Attorneys' Offices, state and local prosecutors, federal law enforcement agencies, the Departments of State and Homeland Security, the Intelligence Community, and foreign law enforcement, judicial and diplomatic personnel.

MAJOR DUTIES:

The Principal Deputy Director of the Office of International Affairs is responsible for:

- assisting the Director with supervising the conduct of work carried on by the supervising attorneys, staff attorneys and support staff of the Office.
- performing in either a hands on or supervisory capacity in a wide range of OIA functions involving international extradition and mutual legal assistance cases, the negotiation and implementation of new treaties and agreements, the development of international law

- enforcement policy and practice, and litigation of extradition, mutual assistance and related matters in U.S. and foreign courts.
- serving as OIA's point person for the review of undercover and other potentially sensitive law enforcement techniques in the international context, and representing the office and Division at interagency and international meetings.
 - resolving conflicts with U.S. Attorneys' Offices, law enforcement agencies and the State Department
 - leading training and outreach programs in international law enforcement cooperation

In addition, the Principal Deputy Director assists the Director with managing the Office's financial, human and technical resources allocations; ensures that resource enhancements necessary for proposed priorities are identified and justification for additional funding is prepared to ensure adequate funding level.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

- 1) Law degree and an active membership of the bar of a state, territory, or the District of Columbia;
- 2) Significant managerial experience, including the supervision of attorneys and review of their work product.
- 3) Significant experience in federal criminal practice and in criminal investigations and fugitive matters involving highly sensitive international issues, as well as knowledge of U.S. laws and jurisprudence regarding extradition and foreign evidence;
- 4) Knowledge of comparative criminal law, and significant experience in international criminal law and practice including the implementation and interpretation of U.S. law enforcement treaties, including in particular the use of extradition and mutual assistance treaties, as well as the use of non-treaty bases for cooperation.
- 5) Demonstrated experience in public speaking and representing an organization at high-level domestic and foreign meetings, and strong negotiating and conflict resolution skills;

- 6) Familiarity with the Intelligence Community, and federal investigatory agencies, on-going programs, and key policies and programs concerning international cooperation in criminal investigations and prosecutions, extradition and surrender of international fugitives, national goals related to international extradition and mutual legal assistance treaties that facilitate the transfer of prisoners, extradition of fugitives and acquisition of evidence, and improvement of the administration of justice across international boundaries;
- 7) Ability to establish and maintain harmonious relationships with the public, members of Congress, the United States Attorneys' Offices and other Federal and State officials, and foreign and domestic law enforcement agencies.

Employment is also contingent upon the completion and satisfactory adjudication of a background investigation and ability to secure and maintain eligibility for a security clearance at a top secret and sensitive compartmented information level.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

- **Leadership Competencies:** Creativity & Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- **Leadership Competencies:** Conflict Management, Cultural Awareness, Integrity/Honesty, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification stresses accountability and continuous

improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

- Leadership Competencies: Financial Management, Technology Management, Human Resources Management

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

- Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;

- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Ann Grace
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

Applications must be **received by the closing date** to receive consideration.

CONTACT: Ann Grace

CONTACT PHONE: 202-305-4248

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-305-2918